How to view & request credit hours on ScholarTrack
When you login, this is what your dashboard will look like.
When you scroll down on your dashboard page, you will find your Credit Completion box. It will automatically show you the overview.

**Credit Completion**

You must earn your credit hours by 01/06/2020 to renew your state financial aid for your next award.

- **30 - 14.00**
- **15 - 6.00**
- **15 - 15.00**

5 hour(s) will be added to your credit bank.
The Credit Completion box shows three tabs:

- OVERVIEW
- HOURS
- CREDIT BANK

You must earn your credit hours by 01/06/2020 to renew your state financial aid for your next award.

5 hour(s) will be added to your credit bank.
Under the hours tab, you will find credits you have earned within a specific academic year. These credits are posted AFTER final grades are posted each semester.

You can see how many credits you earned each year by selecting the academic year.
At the bottom of the Credit Completion box, you will find where you can request earned credit hours, if you do not see credits you earned within the specified academic year.

After clicking request hours, enter the school name that you attended, then click save request.
Here, you will see any dual credits you earned while in high school. If you earn over 30 credit hours in an academic year, the excess credits will also post here as banked credit hours.

If you do not see your dual credits from high school or possible transfer credits, this is where you can request them. You need to know what college/university they are from.
Here, you can see your requested hours, when they were requested, and if/when they were reported.

- **Requested Schools**: Ivy Tech Community College
- **Requested Date**: 3/14/2018
- **Report Date**: 5/7/2020
If you have any questions, click the Contact tab at the top of the webpage. You can call the Student Support Center or fill out the form provided.